

EMPLOYEE:

CLAIM #



Job Analysis Form

ALTERNATE FORMAT AVAILABLE

JOB TITLE Disability Board Clerk

JOB CLASSIFICATION Board Coordinator

DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER 205.567-010

DOT TITLE Benefits Clerk II

DEPARTMENT Executive Services

DIVISION Benefits & Retirement Operations

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 1

CONTACT'S NAME & TITLE Dorothy Bailey, Supervisor

CONTACT'S PHONE 206-263-5061

ADDRESS OF WORKSITE

401 5th Ave, Suite 234
M.S. CNK-ES-0240
Seattle, WA 98104-2333

VRC NAME Kyle Pletz

DATE COMPLETED 11/8/07

WORK HOURS

8:00am-5:00pm, Monday through Friday.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
None.

JOB DESCRIPTION

Provides administrative services for the Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF1) board. Opens mail and orders supplies as well as completes payments and requisitions. Assists LEOFF1 retirees and members with disability claims. Processes death claims for employees and beneficiaries.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Proficient in Microsoft Office (Word, Excel, Outlook and PowerPoint). Ability to learn new computer programs including complex databases such as PeopleSoft. Must have at least three years administrative experience and the ability to work in a fast paced environment. Must have the ability to multitask. Provide benefits customer services telephonically for employees.

ESSENTIAL FUNCTIONS

- I. Clerical duties, BROS. 30%
 - Oversee and order office supplies, equipment and furniture for the Section
 - Act as key operator for the copy machine
 - Research correct addresses for returned mail and re-mail
 - Maintain spreadsheet of re-directed mail
 - Open, date and log mail and distribute to appropriate persons within BROS
- II. ORACLE Requisitioning, Benefits & Retirement Section. 20%
 - Receive invoices for purchased goods and services
 - Expedite payment of invoices: create requisitions, record purchase order numbers, complete receipt process for goods/services completed
 - Maintain record of outstanding invoices and encumbered goods
 - Initiate process to generate checks for payment of seminars, conferences, book purchases
 - Maintain files of paid invoices
- II. LEOFF-I Disability Board. 35%
 - Manage Board Office
 - Provide information to members and employers about policies and procedures
 - Maintain Board records and files
 - Maintain Board budget and contracts for consultant services
 - Conduct annual election of fire and police representatives
 - Provide administrative support for the Disability Board
 - Prepare materials for Board meetings
 - Record Board meeting minutes
 - Issue Board determinations, procedures and rule changes
 - Compose correspondence, policy statements, procedures and rules
 - Make travel arrangements and conference and hotel registration for seminars
 - Maintain confidential disability files for active and retired LEOFF-I members
 - Technical Writing
 - Develop manuals for Board members
 - Draft correspondence, policy statements, rules, procedures and decisions/determination announcements
 - Write class content for classes held for administrative staff of fire and police jurisdictions
 - Draft legal documents

- Draft press releases, job descriptions, interview protocols
- Compose content of Board website
- Research
 - Participate in special task forces for creation and revision of policy
 - Survey cost of medical equipment/services and recommend changes in Board policy/procedures

IV. Process Death Claims: 15%

- Provide information to insurance company of death claims for employees, employing departments, and survivors
- Prepare and send condolence information letters to survivors
- Claim administration
 - Issue death notices to BROS staff, payroll, coordinating departments
 - Prepare and submit claim information to insurance companies
 - Follow-up with insurance companies to ensure benefits are processed in timely and accurate manner
 - Maintain personnel files of deceased
 - Respond to phone calls and other communications requesting benefits information

OTHER TOOLS & EQUIPMENT USED

Computer, phone, fax, copier, stapler, pen, pencil, cart, various software including databases, headset, files, documents, letter opener and rubber stamps.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

This job is classified as

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Standing

Health Care Provider initials if restricted _____

Occasionally on flat carpeted or tile surfaces for up to 5 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while identifying problems with copiers and printers as well as putting away supplies.

Walking

Health Care Provider initials if restricted_____

Occasionally on flat carpeted or tile surfaces for distances of up to 100 feet at a time for up to 30 minutes total in a work shift. Most commonly occurs while traversing between work station, copy room, supply room and conference rooms.

Sitting

Health Care Provider initials if restricted_____

Continuously on and office chair or conference room chair for up to 20 minutes at a time for up to 8 hours total in a work shift. Most commonly occurs while performing computer duties, processing mail, LEOFF1 board duties, paying bills, maintaining LEOFF1 board files, completing requisitions etc.

Climbing

Health Care Provider initials if restricted_____

Rarely to Occasionally on a step stool to heights of up to 1 foot for up to 5 seconds at a time for up to 30 seconds to 20 minutes total in a work shift. Most commonly occurs while putting away supplies once per month.

Balancing

Health Care Provider initials if restricted_____

Rarely to Occasionally on a step stool to heights of up to 1 foot for up to 5 seconds at a time for up to 1-20 minutes total in a work shift. Most commonly occurs while putting away supplies once per month.

Bending neck up

Health Care Provider initials if restricted_____

Rarely to Occasionally on a step stool to heights of up to 1 foot for up to 5 seconds at a time for up to 1-20 minutes total in a work shift. Most commonly occurs while putting away supplies once per month.

Bending neck down

Health Care Provider initials if restricted_____

Frequently & Highly Repetitive for up to 10 minutes at a time for up to 5 hours total in a work shift. Most commonly occurs while performing computer duties, reviewing documents and performing mail duties.

Bending/Stooping

Health Care Provider initials if restricted_____

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while putting away supplies, reaching for items in low drawers/shelves/cabinets and placing/removing files. Bending/stooping may be reduced by alternating with squatting or kneeling.

Kneeling

Health Care Provider initials if restricted_____

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while putting away supplies, reaching for items in low drawers/shelves/cabinets and placing/removing files. Kneeling may be reduced/eliminated by alternating with squatting or bending/stooping.

Squatting

Health Care Provider initials if restricted_____

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while putting away supplies, reaching for items in low drawers/shelves/cabinets and placing/removing files. Squatting may be reduced/eliminated by alternating with bending/stooping or kneeling.

Reaching above shoulder height

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while putting away supplies, reaching for items on shelves and placing/removing files.

Reaching at waist to shoulder height

Health Care Provider initials if restricted _____

Frequently to Continuously and highly repetitive for up to 20 minutes at a time for up to 5-6 hours total in a work shift. Most commonly occurs while performing computer duties, processing mail, LEOFF1 board duties, paying bills, maintaining LEOFF1 board files, completing requisitions etc.

Reaching at knee to waist height

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while putting away supplies, reaching for items in low drawers/shelves/cabinets and placing/removing files. The employee also reaches knee to waist height when dealing with copier and printer duties (adding paper, trouble shooting).

Reaching at floor to knee height

Health Care Provider initials if restricted _____

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while putting away supplies, reaching for items in low drawers/shelves/cabinets and placing/removing files.

Lifting 1-10 pounds

Health Care Provider initials if restricted _____

Occasionally for up to 1-2 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of up to 5 pounds while manipulating supplies, files, documents, copy paper, coffee pot, books and binders.

Carrying 1-10 pounds

Health Care Provider initials if restricted _____

Rarely for distances of up to 100 feet for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of up to 5 pounds while transporting supplies, files, binders, books, documents and copy paper. A cart is available to reduce/eliminate carrying.

Pushing and Pulling

Health Care Provider initials if restricted _____

Occasionally for distances of up to 100 feet at a time with a force of up to 10 pounds for up to 5 minutes at a time for up to 15 minutes total in a work shift while using a cart for coffee for meetings, opening/closing doors and drawers, using dolly for supplies

Handling

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 15 minutes total in a work shift while manipulating files, reams of paper, supplies, books, binders, cart and coffeepot.

Operating Controls with Hands

Health Care Provider initials if restricted _____

Occasionally for up to 5 minutes at a time for up to 1 hour total in a work shift while using the computer mouse and troubleshooting the copier and printer.

Fingering

Health Care Provider initials if restricted

Continuously & Highly Repetitive for up to 20 minutes at a time for up to 5 hours total in a work shift while performing computer duties, writing, manipulating documents/files etc.

Talking

Health Care Provider initials if restricted

Occasionally for up to 10 minutes at a time for up to 2 hours total in a work shift while performing customer service telephonically as well as assisting LEOFF1 retirees and members with disability claims.

Hearing

Health Care Provider initials if restricted

Continuously for up to 2 hours at a time for up to 8 hours total in a work shift while answering phones and assisting LEOFF1 retirees and members with disability claims.

Seeing

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 8 hours total in a work shift while performing computer duties, reviewing files and reading documents.

ENVIRONMENTAL FACTORS

Work is performed in an office setting. Copy machine and telephone ringers are the loudest noises in the office. The employee interacts directly and indirectly with LEOFF1 retirees and members with disability claims.

The noise level is

HCP Initials if Restricted

Approximately 50 decibels. The noise is caused by general office sounds.

Work environment may include the following exposure(s):

HCP Initials if Restricted

Dusts: Rare

POTENTIAL MODIFICATIONS TO JOB

A cart is available to reduce or eliminate carrying.

Trackball-provided

Scissors-provided

Electric mail opener.

Ergonomic keyboard.

Electric date stamp-provided

Ergonomic desk setup and chair.

SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Kyle Pletz, VRC, Vocational Consultant

Printed name & title of VRC evaluator

Signature of VRC evaluator

Date

Printed name & title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of _____.
- ☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is: _____
☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is released to perform the described job with the following modifications: _____

☐ Temporary until _____ ☐ Permanent as of _____
- ☐ The employee is not released to perform the described duties due to the following job functions: _____

☐ Temporary until _____ ☐ Permanent effective _____
- ☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date